



January 26, 2004

United States
Department of
Agriculture

Marketing and
Regulatory
Programs

Animal and Plant
Health Inspection
Service

Veterinary Services

National Veterinary
Services Laboratories

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(515) 663-7266
FAX (515) 663-7397

SUBJECT: EEO Complaint Process

TO: All NVSL Employees

The purpose of this message is to remind you of EEO discrimination complaint procedures. Generally, you may request EEO counseling and mediation if you feel that you have been discriminated against because of race, color, religion, national origin, sex, sexual orientation, age, marital status, or physical or mental disability or in retaliation for past EEO activity or involvement in protected EEO complaint activity. Counseling/Mediation must be requested within 45 calendar days of the alleged discriminatory act; or, if a personnel action is involved, with 45 calendar days of the effective date of the personnel action. Employees can contact an EEO counselor by calling (301) 734-6317 or (800) 342-7231.

For additional information about EEO discrimination complaint procedures, please see the first hyperlink below, which has been developed by the APHIS Civil Rights Enforcement and Compliance Staff. The remaining hyperlinks contain additional information from the USDA Office of Civil Rights and the U.S. Equal Employment Opportunity Commission.

How to Present a Discrimination Concern - APHIS

<http://www.aphis.usda.gov/oa/crec/ADR/howtopresentadiscriminationconcern.htm>

Steps Describing How to File an EEO Complaint - USDA

<http://www.hqnet.usda.gov/cr/Employment%20How%20to%20File%20a%20Complaint.htm>

Overview of Federal Sector Complaint Process - USDA

<http://www.hqnet.usda.gov/cr/Employment%20Flowchart.htm>

Facts About Federal Sector EEO Complaint Processing Regulations

<http://www.eeoc.gov/facts/fs-fed.html>

If you have questions about EEO complaint procedures, please contact either your supervisor; Mr. Don Donnell, NVSL/CVB Management/Employee Advisor; or the CREC Staff at (800) 342-7231.

/s/ R. L. Levings

Randall L. Levings
Director



Veterinary Services – Safeguarding Animal Health
An Equal Opportunity Employer

Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339